

# PRESIDENT'S CABINET MEETING

October 5, 2010

## MINUTES

### MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Ellen Robertson Green, Russell Lowery-Hart, Paul Matney, and Damaris Schlong

### MEMBER ABSENT:

Danita McAnally

### OTHERS PRESENT:

Brenda Sadler

**Core Values: Integrity + Innovation + Teamwork = SUCCESS**

### Action:

**REVISED POLICIES AND PROCEDURES PROGRAM REVIEW** – SACS expects AC to demonstrate how the college is collecting and using data from assessments to make improvements. AC records of assessment data and improvements/revisions are the PET forms and program reviews. Therefore, it is proposed that, once a year after a the oral exit report for a program review is completed, Cabinet give these areas an opportunity to present how these program review areas have made improvements/revisions in an effort to close the loop. Categories which might be discussed could include commendations, recommendations and areas of concern. As a leadership team, Cabinet may wish to put more value on these reviews. In addition, Kara Larkan-Skinner, Director of Outcomes Assessments, is meeting with department heads to assist them in completing their PET forms. AC needs to have a tool to show what is done with the information gathered from these forms (improvements and revisions). PET forms need to tie into the Strategic Plan. It is hopeful that McAnally and the deans can make this happen. Currently a lot of aversion exists to completing the PET forms.

### Discussion:

**SURVEY OF ORGANIZATIONAL EXCELLENCE/FACULTY SURVEY UPDATE** – It was discussed for Cabinet to bring back responses from their respective areas for discussion and to devise a plan at the first November Cabinet meeting.

**FACILITIES MASTER PLAN UPDATE** – Berg distributed a list of items which have changed or come to the forefront since the consultants were at AC in early 2007. Recently, Austin, Berg, Matney, and Bruce Cotgreave met with Shiver-Megert; they will ask Shiver-Megert to look over the items and areas which we deem need work and revise before presenting to consultants. It is our desire for Shiver-Megert to come up with different scenarios to review. The timeline for work on this plan is by the end of the fall semester.

**FACEBOOK DISPLAY ADS** – Green distributed a handout entitled [www.101](http://www.101). The Internet is not the new medium; it is the only medium. It was discussed that very few website visitors see our

homepage; every page is as important as another. Our customers expect on-demand service; it is a 24/7 world. Our new facebook ad is a chat page. The largest growth segment on facebook in 2010 is 35 – 54 year olds.

**DATATEL MOX** – Colaw showed a PowerPoint presentation displaying the new Datatel MOX, mobile applications for smart phones. He discussed the various applications and possible future uses. A quick overview includes Important Phone Numbers such as AC Foundation, AC Police, Academic Affairs, and many other departments and business units. Maps: all seven campuses are overlaid on Google maps allowing various views of campus buildings with directions, addresses, and other pertinent information available. Info: AC screen showing the College's mailing address and direct links to AskAC. Events and News: automatic news and events feeds directly connected from the Amarillo College home page. My Card: a new way of exchanging information with colleagues. To obtain the iPhone app simply visit the Apple App Store and pull it down. Apps will be available for the Android in late October and the BlackBerry in late November. AC is the eighth school in the nation using Datatel to offer this service. This gives AC another marketing tool.

**ORGANIZATIONAL CHART** – Colaw distributed a handout on importance of an organization chart. Working with Human Resources and a faculty member using org chart software; ITS will create an org chart of Amarillo College from the official databases and distribute them to management for review. Managing change becomes easier once everyone is able to visualize the organization. The org chart will be maintained in an electronic form and updated annually after the start of the fall semester. It may take weeks for ITS to create the first organizational chart, but it will be fairly simple to maintain once it is created.

### **Announcements:**

- The White House Summit on Community Colleges live webcasts will be shown on each of the AC campuses today. Dr. Jill Biden will chair. This event will bring together leaders from two-year colleges, businesses, philanthropic organizations and federal and state governments to discuss the key role that community colleges play in meeting higher education and workforce needs.
- Dutton Hall dedication will be held on November 4 at 4:00 p.m.
- Matney wants to create a Cabinet roundtable, twice a semester, which features a community CEO (i.e., John Marmaduke, Roger Williams, Pat Hickman). These CEOs will address the Cabinet at the beginning of the designated Cabinet meeting.
- Matney and Green recently met with Four Price and will meet with Abel Bosquez, the Texas House District 87 candidates.
- Matney and Lowery-Hart attended the re-districting hearing at Region XIV.
- Amarillo College will support and participate in the American Heart Association Walk, October 30.
- A copy of the recent UT-Austin shooting timeline was distributed; Rusty Cornelius, Emergency Manager, submitted the email on September 28.

Next meeting: October 19, 2010  
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